## EXAMPLE #6: PARENTHESIZING A NUMBER AND CREATING A SEE REFERENCE

Proposal: The following line currently exists in SF:

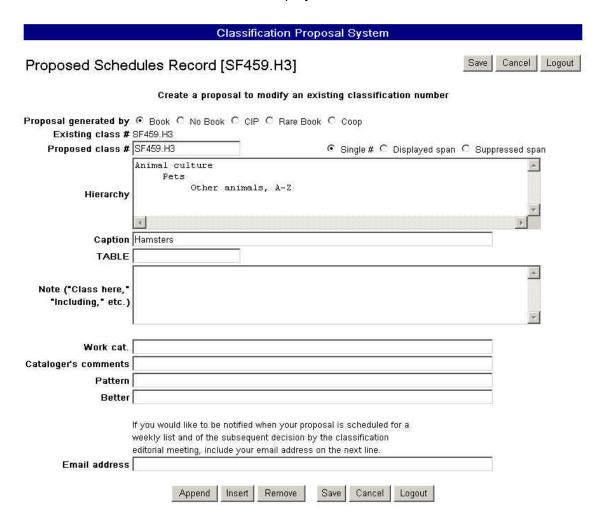
SF459.H3 Hamsters

A new development has been proposed for Hamsters at SF458.9-SF458.95 (see EXAMPLE #3). A proposal is therefore being made to change the above line to:

(SF459.H3) Hamsters see SF458.9-SF458.95

This should be treated as a proposal to modify an existing line by parenthesizing the number and changing the caption to a see reference rather than a proposal to create a simple see reference.

- Step 1: Browse to SF459.H3.
- Step 2: Since the number and caption are to be modified, click on **M** beside the caption **Hamsters**. The EZ form is displayed:



- Step 3: Edit the caption to read **Hamsters see SF458.9-SF458.95.**
- Step 4: In the **Cataloger's comments** field, add a note to the editorial staff requesting that the number SF459.H3 be parenthesized.

- Step 5: Cite the item that is generating the proposal in the **Work cat.** field.
- Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

	Classifica	tion Proposal System	
Proposed Sche	dules Record [SF459	.н3]	Save Cancel Logout
	Create a proposal to mo	odify an existing classification number	
Proposal generated by Existing class #	© Book C No Book C CIP C SF459.H3	Rare Book O Coop	
Proposed class #	SF459.H3	Single # ○ Displayed span	C Suppressed span
Hierarchy	Animal culture Pets Other animals,	A-Z	<b>A</b>
	[R]		<u> </u>
Caption	Hamsters see SF458.9-SF458.95	i	
TABLE			
Note ("Class here," "Including," etc.)	1		×
Work cat.	2006456789: Thompson, R. Ham	sters as pets, 2006.	
Cataloger's comments	Parenthesize SF459.H3		
Pattern			
Better			
Email address	weekly list and of the subsequent editorial meeting, include your em myaddress@loc.gov		

- Step 7: Click **Save**. On the confirmation screen, click **OK**.
- Step 8: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new reference is displayed in brown:

SF459.G9
Guinea pigs (Cavies) [HRMPRef]
Cf. SF401.G85 General culture [HRMPRef]
SF459.H3
Hamsters [HRMPRef]
Hamsters see SF458.9-SF458.95 [HRMPRef]
SF459.H43
Hedgehogs [HRMPRef]

Step 9: Email a notification to the LC Coop team that a proposal has been created at SF459.H3.